



THE UNIVERSITY OF UTAH
DEPARTMENT OF
MECHANICAL ENGINEERING

Purchase Order Request

Please Print Legibly

U of U Tax Exempt# 11874443-002-STC

Date: _____

Name: _____

U of Utah ID: _____

Email: _____

Phone: _____

Class/Team Name & Number: _____

Chartfield: 01 - 00068 - _____ (Fund) - _____ (Activity or project)

Authorized by: _____
(Please print name)

Authorized by: _____
(Faculty signature required)

*All of the above information must be filled out for requests to be processed.
Missing or incomplete forms can cause a delay in processing.*

Meal Request Requirements:

- Description of meal purpose: _____
- Number of attendees: _____ (If less than 11 attendees; list the names of all attendees on the back)

Purchases will be made with U of U credit card unless otherwise required by the vendor.

Vendor: _____

Sales Person or Contact Name: _____

Vendor Website: _____

Vendor Address: _____

City, State, Zip Code: _____

Phone: 1(____)____ - _____ EXT - _____ Fax: 1(____)____ - _____

Quote # (Please attach documents): _____

| Qty | Part # | Description | Cost - Each | Line Total |
|-----|--------|-------------|-------------|------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

SubTotal

Shipping

Grand Total

Purchase Requests Can Take Up To 48 Hours to Process